



ACT VARIATION/CERTIFICATE AMENDMENT

QBE Builders Warranty Insurance

Use this ACT Variation/Certificate Amendment form if you have an existing Certificate of Insurance that you are seeking to correct or change.

Variation Fee

A non-refundable fee of \$50 +GST for services provided by HIA Insurance Services Pty Ltd is payable on submission of this variation form. Please note that a variation fee of \$50 +GST is payable each time you submit a new variation. This fee is additional to any extra premium charged by the Insurer. An invoice will be sent to the email address provided in your variation form. Your variation will not be processed until payment of the variation fee has been received.

Please return this form and attachments to your local HIAIS Representative or contact us via:

Email: hiais.ryde@aon.com

Phone: 1800 762 878

Website: www.hiainsurance.com.au

We may correspond with you by electronic communications unless you instruct us not to do so. Electronic communications are not always secure and may be read, copied, lost or interfered with in transit. We are not responsible for any of the risks associated with electronic communication, including loss of data.

Privacy Statement

By submitting this application, you acknowledge that HIAIS may collect, use, store and disclose personal information to offer, promote, provide, manage and administer the financial services and products we and our group of companies offer, in the manner set out in the [Aon Privacy Notice](#). For further information about our privacy practices, please refer to the [Aon Australia Group Privacy Statement](#), a copy of which can be sent to you upon request.





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QBE Builders Warranty Insurance

Certificate Information

Entity Name:

Contact Name:

Email Address:

Contact Phone:

Domestic Builders Licence No.:

Certificate/Policy No.:

Site Address:

State: **ACT** Postcode:

Select the Certificate Variation/s and/or Amendment/s required:

Amend the certificate to correct an error (e.g., misspelling, incorrect contact details, etc.)

Section requiring amendment:

Update value to:

A variation to the site address. A copy of the contract or variation order noting the new site address **must** be provided, along with one of the following:

- Council authority confirming that the old address has been updated to the new address
- Copy of the old and new certificates of title
- Confirmation that the original allotments and deposited plan number are the same.

New Site Address:

State: **ACT** Postcode:

Other variation. Please provide a copy of the contract or variation order incorporating the variation. Please specify details of the variation:

Variation Authority

Builder's Name:

Signature:

Date:

Owner's Name:

Signature:

Date:

